**District of Columbia Building Benchmarking
2010 Compliance Reporting Instructions**

DISTRICT
DEPARTMENT
OF THE
ENVIRONMENT

green forward

This custom reporting template is to be used for compliance with the District of Columbia's benchmarking regulations for calendar year 2010 data.

STEP 1: Complete benchmarking for your property(ies) based on the District 2010 Benchmark Data Collection Worksheet

Prior to submitting this report, you must enter all information required by the online ENERGY STAR$^{®}$ Portfolio Manager benchmarking tool in addition to fields identified in the **2010 Benchmark Data Collection Worksheet**. This will include relevant energy utility information, water use information, and identified space use attributes. For more detailed instructions on how to benchmark and comply with the District's benchmarking regulations, including the steps for benchmarking using partial building data, please visit www.ddoe.dc.gov and click on the "**Compliance Checklist and FAQs**" link.

Data for this reporting period must include all energy and water use for your property(ies) from January 1-December 31, 2010. Most bills will not begin on January 1, 2010, so please provide information that begins with the first bill that includes only 2010 usage and extend through the next 12 months of usage (this may run into part of January 2011). If your benchmarking is incomplete or uses partial building reporting, you must provide a justification statement in the "Notes" section of Portfolio Manager.

STEP 2: Identify your property(ies) using the District SSL or Parcel Number

IMPORTANT: For each property being benchmarked, the "Unique Building Identifier" field in Portfolio Manager must include the building's square, suffix, and lot number written in the following format (if you received a benchmark notification letter from the District, this number should appear at the top of the letter):

- For square, suffix, lot (SSL) properties: The four-digit square number (begin with zero if your number is fewer than four digits), followed by a dash and the four-digit lot number (begin with zero if your number is fewer than four digits). Your entry should look like this: 0000-0000.
- For properties identified by a parcel number: Enter 'PAR' followed by your eight-digit parcel number (begin with zero if your number is fewer than eight digits). Your entry should look like this: PAR 00000000.

STEP 3: Submit your completed benchmarking to the District Department of the Environment (DDOE)

- Select the "**District Report Template**" from the 'Report' dropdown menu. This will collect all of the performance information required for District reporting.
- Populate your report(s) with all properties you are submitting to the District (use the data table to verify that all applicable buildings are listed).
  - If you own multiple properties, you can use the 'Facilities and Groups,' 'Location,' and 'Facility Type' filter options to select the correct property(ies) for inclusion in your report.
  - Please be aware the report has many data collection fields. Many of them will not apply to your property. Therefore, do not be alarmed if many spaces include "N/A," indicating that field is not applicable
- Select "**Release Data**" on or prior to [TBD].

- When you select "Release Data", you will be asked to enter contact information for your property. You may also choose to receive a confirmation email with your data; you should keep this confirmation email for your records.